

**From:** Danny Varat <DannyVarat@scstatehouse.gov>  
**To:** Catherine McNicoll <CatherineMcNicoll@scstatehouse.gov>  
**Date:** 7/24/2017 10:10:27 AM  
**Subject:** Re: Holiday Work Time

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I don't see it. Please resend.

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**From:** Catherine McNicoll  
**Sent:** Monday, July 24, 2017 10:07 AM  
**To:** Danny Varat  
**Subject:** RE: Holiday Work Time

No I believe I sent you the further update later on Friday. Please let me know if you have it, if not I'll resend.

*Best Regards,*  
*Catherine McNicoll*  
*Director of Legal & Legislative Affairs*  
*Lieutenant Governor's Office*  
[CatherineMcNicoll@SCStatehouse.gov](mailto:CatherineMcNicoll@SCStatehouse.gov)  
803-734-5292 (phone)

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**From:** Danny Varat  
**Sent:** Friday, July 21, 2017 9:36 PM  
**To:** Catherine McNicoll  
**Subject:** Re: Holiday Work Time

Is this the last update you have?

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**From:** Catherine McNicoll  
**Sent:** Thursday, July 20, 2017 11:09 AM  
**To:** Danny Varat  
**Subject:** FW: Holiday Work Time

Update, see below.

*Best Regards,*  
*Catherine McNicoll*  
*Director of Legal & Legislative Affairs*  
*Lieutenant Governor's Office*  
[CatherineMcNicoll@SCStatehouse.gov](mailto:CatherineMcNicoll@SCStatehouse.gov)  
803-734-5292 (phone)

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**From:** Washington, Cheryl [<mailto:cwashington@aging.sc.gov>]  
**Sent:** Thursday, July 20, 2017 11:08 AM  
**To:** Catherine McNicoll <[CatherineMcNicoll@scstatehouse.gov](mailto:CatherineMcNicoll@scstatehouse.gov)>  
**Subject:** RE: Holiday Work Time  
Working on it now. Hopefully, next few to several weeks.

I'm ready to roll out the P&P manual and have employees sign an acknowledgment form.

I'll see if we can get an estimation on how long it will take.

Thanks.

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**From:** Catherine McNicoll [<mailto:CatherineMcNicoll@scstatehouse.gov>]

**Sent:** Thursday, July 20, 2017 11:01 AM

**To:** Washington, Cheryl <[cwashington@aging.sc.gov](mailto:cwashington@aging.sc.gov)>

**Subject:** RE: Holiday Work Time

How does the approval process for the manual with OHR work, and how long until we can have policy actively in place and approved by them.

*Best Regards,*

*Catherine McNicoll*

*Director of Legal & Legislative Affairs*

*Lieutenant Governor's Office*

[CatherineMcNicoll@SCStatehouse.gov](mailto:CatherineMcNicoll@SCStatehouse.gov)

803-734-5292 (phone)

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**From:** Washington, Cheryl [<mailto:cwashington@aging.sc.gov>]

**Sent:** Thursday, July 20, 2017 9:13 AM

**To:** Catherine McNicoll <[CatherineMcNicoll@scstatehouse.gov](mailto:CatherineMcNicoll@scstatehouse.gov)>

**Subject:** RE: Holiday Work Time

Catherine, Darryl hasn't said which way he wants to go. However, it my recommendation that we will follow State's regulations/policy. I'm sure Darryl will be on board.

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**From:** Catherine McNicoll [<mailto:CatherineMcNicoll@scstatehouse.gov>]

**Sent:** Wednesday, July 19, 2017 4:55 PM

**To:** Washington, Cheryl <[cwashington@aging.sc.gov](mailto:cwashington@aging.sc.gov)>

**Subject:** Re: Holiday Work Time

Where are we on this?

Catherine McNicoll

Sent from iPhone

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**From:** Washington, Cheryl <[cwashington@aging.sc.gov](mailto:cwashington@aging.sc.gov)>

**Sent:** Monday, July 10, 2017 3:32 PM

**Subject:** RE: Holiday Work Time

**To:** Catherine McNicoll <[catherinemcnicoll@scstatehouse.gov](mailto:catherinemcnicoll@scstatehouse.gov)>

Ok, we are on the same page.

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**From:** Catherine McNicoll [ Catherine McNicoll [<mailto:CatherineMcNicoll@scstatehouse.gov>]

**Sent:** Monday, July 10, 2017 3:31 PM

**To:** Washington, Cheryl <[cwashington@aging.sc.gov](mailto:cwashington@aging.sc.gov)>

**Cc:** Danny Varat <[DannyVarat@scstatehouse.gov](mailto:DannyVarat@scstatehouse.gov)>

**Subject:** RE: Holiday Work Time

Yes, we would want to use the comp time policy that matches the updated manual and the OHR guide policy.

*Best Regards,*

*Catherine McNicoll*

*Director of Legal & Legislative Affairs*

*Lieutenant Governor's Office*

[CatherineMcNicoll@SCStatehouse.gov](mailto:CatherineMcNicoll@SCStatehouse.gov)

803-734-5292 (phone)

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**From:** Washington, Cheryl [<mailto:cwashington@aging.sc.gov>]

**Sent:** Monday, July 10, 2017 3:14 PM

**To:** Catherine McNicoll <[CatherineMcNicoll@scstatehouse.gov](mailto:CatherineMcNicoll@scstatehouse.gov)>

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**Cc:** Danny Varat <[DannyVarat@scstatehouse.gov](mailto:DannyVarat@scstatehouse.gov)>

**Subject:** RE: Holiday Work Time

Are going under the policy/premise that I sent?

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**From:** Catherine McNicoll [<mailto:CatherineMcNicoll@scstatehouse.gov>]

**Sent:** Monday, July 10, 2017 3:05 PM

**To:** Washington, Cheryl <[cwashington@aging.sc.gov](mailto:cwashington@aging.sc.gov)>

**Cc:** Danny Varat <[DannyVarat@scstatehouse.gov](mailto:DannyVarat@scstatehouse.gov)>

**Subject:** RE: Holiday Work Time

That depends, because if we want the same things then it doesn't make sense to have two separate manuals, but I've been waiting to understand whether y'all need a different set of policies then we do.

*Best Regards,*

*Catherine McNicoll*

*Director of Legal & Legislative Affairs*

*Lieutenant Governor's Office*

[CatherineMcNicoll@SCStatehouse.gov](mailto:CatherineMcNicoll@SCStatehouse.gov)

803-734-5292 (phone)

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**From:** Washington, Cheryl [<mailto:cwashington@aging.sc.gov>]

**Sent:** Monday, July 10, 2017 2:12 PM

**To:** Catherine McNicoll <[CatherineMcNicoll@scstatehouse.gov](mailto:CatherineMcNicoll@scstatehouse.gov)>

**Subject:** RE: Holiday Work Time

Darryl is out and won't be back until next Tuesday. Is the plan for you all to proceed independently without us?

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**From:** Catherine McNicoll [<mailto:CatherineMcNicoll@scstatehouse.gov>]

**Sent:** Monday, July 10, 2017 12:55 PM

**To:** Washington, Cheryl <[cwashington@aging.sc.gov](mailto:cwashington@aging.sc.gov)>

**Subject:** RE: Holiday Work Time

Cheryl, where are we on implementing the new policy?

*Best Regards,*

*Catherine McNicoll*

*Director of Legal & Legislative Affairs*

*Lieutenant Governor's Office*

[CatherineMcNicoll@SCStatehouse.gov](mailto:CatherineMcNicoll@SCStatehouse.gov)

803-734-5292 (phone)

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**From:** Washington, Cheryl [<mailto:cwashington@aging.sc.gov>]

**Sent:** Monday, July 03, 2017 10:44 AM

**To:** Catherine McNicoll <[CatherineMcNicoll@scstatehouse.gov](mailto:CatherineMcNicoll@scstatehouse.gov)>

**Subject:** RE: Holiday Work Time

The updated one does appear to better...

The comp time policy has to be the same and replicate OHRs.

Darryl and I need to further discuss this. I have not heard back but will follow up on Wednesday.

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**From:** Catherine McNicoll [<mailto:CatherineMcNicoll@scstatehouse.gov>]

**Sent:** Friday, June 30, 2017 10:41 AM

**To:** Washington, Cheryl <[cwashington@aging.sc.gov](mailto:cwashington@aging.sc.gov)>

**Subject:** RE: Holiday Work Time

Good Morning Cheryl, I have not reviewed the entire Updated manual, though the pieces I have looked at look substantially better the old manual. I have compared the language of the model comp time policy and that of the updated manual and they are the same, thus the updated manual is acceptable for what we were trying to accomplish.

Have you talked to Darryl as to if there is anything he would like to specifically apply to the LGOA that may not work for our office over here? Also have you heard back from DOA on the updated version?

*Best Regards,*  
*Catherine McNicoll*  
*Director of Legal & Legislative Affairs*  
*Lieutenant Governor's Office*  
[CatherineMcNicoll@SCStatehouse.gov](mailto:CatherineMcNicoll@SCStatehouse.gov)  
803-734-5292 (phone)

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**From:** Washington, Cheryl [<mailto:cwashington@aging.sc.gov>]  
**Sent:** Thursday, June 29, 2017 2:07 PM  
**To:** Catherine McNicoll <[CatherineMcNicoll@scstatehouse.gov](mailto:CatherineMcNicoll@scstatehouse.gov)>; Danny Varat <[DannyVarat@scstatehouse.gov](mailto:DannyVarat@scstatehouse.gov)>  
**Subject:** RE: Holiday Work Time  
You're welcome.

I agree. Ok, let me know.

Cheryl

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**From:** Catherine McNicoll [<mailto:CatherineMcNicoll@scstatehouse.gov>]  
**Sent:** Thursday, June 29, 2017 1:25 PM  
**To:** Washington, Cheryl <[cwashington@aging.sc.gov](mailto:cwashington@aging.sc.gov)>; Danny Varat <[DannyVarat@scstatehouse.gov](mailto:DannyVarat@scstatehouse.gov)>  
**Subject:** RE: Holiday Work Time  
Cheryl, Thank you for finding the model policy. From the quick look I took at it, it certainly looks like more of what would work for us then the version that was in the old manual. I have not had a moment to look at the 2016 manual yet. Thank you.

*Best Regards,*  
*Catherine McNicoll*  
*Director of Legal & Legislative Affairs*  
*Lieutenant Governor's Office*  
[CatherineMcNicoll@SCStatehouse.gov](mailto:CatherineMcNicoll@SCStatehouse.gov)  
803-734-5292 (phone)

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**From:** Washington, Cheryl [<mailto:cwashington@aging.sc.gov>]  
**Sent:** Wednesday, June 28, 2017 2:21 PM  
**To:** Danny Varat <[DannyVarat@scstatehouse.gov](mailto:DannyVarat@scstatehouse.gov)>  
**Cc:** Catherine McNicoll <[CatherineMcNicoll@scstatehouse.gov](mailto:CatherineMcNicoll@scstatehouse.gov)>  
**Subject:** RE: Holiday Work Time  
**Importance:** High  
Thank you.

I will key these accordingly. Also, if an employee works on a holiday they have 90-days in which to take that holiday compensatory time or they lose it.

I want to make sure I have it correct:

Tori Beth worked Memorial Day and it needs to be keyed.  
Lily worked on CMD and took off 5/10/17.  
Hayden Grooms worked on CMD and took of 5/18.  
Catherine worked on CMD and took of 5/16.

I will have to go back and have the gate lifted to key anything over 30-days.

Additionally, for Catherine some FYI. Some information from OHR. Our policy should mimic the language as outlined

in the regs.

Yes, an employee who earns holiday compensatory time may use it within 90 days. Otherwise it is paid out by the agency after the expiration of the 90 days. An agency head may extend the period to 180 days due to limited staffing.

Our Overtime Model Policy is found at:<http://admin.sc.gov/humanresources/agency-information/policy-and-programs/model-policies#overtime> See the following sections in our model policy.

- ? Overtime/Compensatory Time
- ? Holidays (see 19-708.04 of the State HR Regs)
- ? Exempt Employees and Compensatory Time

The Hours of Work/Overtime policy for the Lieutenant Governor's Office on Aging should have the same language:

Let me know if you all need anything else.

Thanks,  
Cheryl

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**From:** Danny Varat [<mailto:DannyVarat@scstatehouse.gov>]  
**Sent:** Wednesday, June 28, 2017 10:07 AM  
**To:** Washington, Cheryl <[cwashington@aging.sc.gov](mailto:cwashington@aging.sc.gov)>  
**Cc:** Catherine McNicoll <[CatherineMcNicoll@scstatehouse.gov](mailto:CatherineMcNicoll@scstatehouse.gov)>  
**Subject:** Holiday Work Time

Cheryl, please see below for confirmations of holidays worked by LG staff. I worked on Confederate Memorial Day and will take Friday, June 30th, instead.

DV

I am confirming that I worked on Confederate Memorial Day (5/10/17) and took off Monday, 5/15/17 as my holiday.

Lily

Tori Beth Black  
Tue 6/27/2017 12:17 PM  
To:  
Danny Varat;

...  
You replied on 6/27/2017 12:20 PM.

Download all

I wasn't here at that point but I did work Memorial Day...

Hayden Grooms  
Mon 6/26/2017 4:13 PM  
To:  
Danny Varat;

...  
You replied on 6/27/2017 12:20 PM.

Download all

I worked Confederate Memorial Day, and instead took off Thursday, May 18.

Catherine McNicoll  
Mon 6/26/2017 4:10 PM

To:  
Danny Varat;

...  
The message sender has requested a read receipt. To send a receipt,click here.  
I worked confederate memorial day and I took off on May 16<sup>th</sup>.

*Best Regards,*  
*Catherine McNicoll*  
*Director of Legal & Legislative Affairs*